



Office of the Bishop

8115 East Jefferson Avenue • Detroit, Michigan 48214-3970
313.821.1055 • Fax 313.821.1425 • semisynod@aol.com

Companions with
The Mbulu Diocese, Evangelical Lutheran Church in Tanzania
The Evangelical Lutheran Church in Jerusalem/HL
The Southeastern Pennsylvania Synod, Evangelical Lutheran Church in America

Compensation Guidelines

The 2010 Compensation Guidelines will be posted on the synod's website which is www.metrodetroitelca.org. Distribute these guidelines to your Congregation Council, Finance Team and Mutual Ministry Committee. If you need electronic copies of the guidelines, contact Marie Cook at the Synod House or via e-mail at mariefcook@sbcglobal.net.

The 2009 guidelines recommend increases of 1% on the lower end of the scale and ½% on the higher end of the scale. The 2010 guidelines recommend modest increases on the lower end of the scale and no increases on the higher end of the scale. The increases seek to support those who are now paying costs for education. While increases are not recommended at the higher end of the scale, merit increases are encouraged.

The following people are on the compensation task force and worked at developing these guidelines.

Pastor Nik Schillack (pastor@christthekinglapeer.org)	Christ the King, Lapeer
Doris Dunsmore (doris-roland@juno.com)	Immanuel, Ida
Barbara Morris (bkmorris@aaamichigan.com)	St. Philip, Trenton
Pr. Robert Walters (revbobwalt@aol.com)	Calvary, Clarkston

These leaders have an understanding of compensation issues as well as congregational finances. They can be available to work particularly with congregations that are below guidelines. Please feel free to contact members of the synod staff for help as well.

2010 Associates in Ministry and Diaconal Ministers Compensation Guidelines

Introduction

In the Evangelical Lutheran Church in America there are many qualified and skilled lay persons called Associates in Ministry and Diaconal Ministers as well as other non-certified persons who serve in a variety of specific ministries relating to education, youth, administration, social ministry, music, etc. These persons are educated and trained in their area of specialty and often have a good deal of valuable experience. Although the Synod normally is not involved with hiring employees for congregations, much of this information is pertinent to non-rostered personnel as well as to Associates in Ministry and Diaconal Ministers. Further help is available by calling the Synod Office.

As with clergy, the Associate in Ministry or Diaconal Minister is expected to serve fully and expertly. In doing so, it is reasonable to expect adequate compensation for the skills and abilities brought to their ministry. Congregations (through the Mutual Ministry Committee or equivalent) are urged to conduct an annual review of the ministry of the Associate in Ministry using these guidelines and other evaluative instruments to discuss, evaluate, and suggest ways to improve and upgrade the relationship between the rostered leader and the congregation.

This document contains the 2010 Compensation Guidelines for Associates in Ministry and Diaconal Ministers and presents a minimum adequate and fair compensation. A Compensation Worksheet is given on page 8 for use in conjunction with these guidelines in preparing the salary package.

Associates in Ministry and Diaconal Ministers should have the opportunity to discuss salary and related matters with the Congregation Council. Mutual Ministry Committees can be advocates for salary levels that reflect the competence and performance of the rostered leader.

These Guidelines have proven to be helpful to many congregations. The Synod Staff stands ready to assist any congregation or rostered leader in understanding these Compensation Guidelines. We hope that these documents will be helpful.

I. BASE SALARY

1. We recommend that salaries for Associates in Ministry and Diaconal Ministers be adjusted annually to reflect costs of living. The 2010 guidelines are recommending modest increases at the lower end of the scale and no increases at the higher end of the scale. Merit increases, especially for leaders who have worked to obtain advanced degrees in the past year or who have consistently exceeded ministry goals should be considered. A chart of recommended minimum base salaries for Associates in Ministry and Diaconal Ministers follows:

2010 MINIMUM BASE SALARY GUIDELINES FOR ASSOCIATES IN MINISTRY AND DIACONAL MINISTERS

YEARS OF EXPERIENCE	BACHELORS	MASTERS
0 - 2	\$ 32,000	\$35,000
3 - 5	33,000	36,000
6 - 10	34,000	37,070
11 - 15	36,740	38,440
16 - 20	39,950	40,690
21 - +	42,110	42,950

2. **PART TIME** The Minimum Base Salary Chart represents a full-time appointment. For part-time positions, the salary and benefits should be negotiated and prorated accordingly.

II. ELCA PENSION AND BENEFITS PROGRAM 2010 CONTRIBUTION RATES FOR CONGREGATIONS

	Contribution Rate (as a % of Defined <u>Compensation</u>)	Minimum Monthly <u>Contribution</u>	Maximum Monthly <u>Contribution</u>
Medical and Dental Plan			
Member only	13.1%	\$514	\$695
Member and Spouse	22.9%	899	1,216
Member and Children	22.9%	899	1,216
Member, Spouse and Children	32.8%	1,285	1,737
* All Coverage Waived	0%		

* The member and all eligible family members must be covered under a spouse's employer-provided group plan or under the plan of a former employer in order for coverage to be waived.

Disability	2.6%
Administration and Retiree Support Pension Plan	0.7%
	10-12.0%

Pension Plan:

Predecessor church plan members with continuous participation since 1987

Age on December 31, 1987: 65 or older - 12%

55-64 11%

All other members: 10%

Total Required Contributions: 13.3% to 48.1%

The congregation should budget the maximum of 48.1% for Benefits. Should the employee qualify for a medical/dental rate less than 32.8% or pension rate less than 12%, the difference between the maximum 48.1% and the percentage necessary for the employee's coverage should be used for the benefit of the Associate in Ministry and Diaconal Minister.

SPONSORED COUPLES. If both spouses are sponsored in the ELCA Pension and Other Benefits Program, both employers will be billed for the full cost of the family's medical and dental benefit. They will then receive a corresponding sponsored couple credit depending on the level of compensation provided for both spouses. Both organizations will continue to make the contributions for retirement, disability and survivor benefits for the individual they are sponsoring. Questions about this should be directed to the ELCA Board of Pensions on 800.352.2876 or www.elcabop.org

BENEFITS FOR PART-TIME WORK Congregations are reminded that Associates in Ministry are trained professionals and compensation should adequately reflect their training, area of expertise, and level of experience. Congregations with part-time Associates in Ministry are encouraged to be especially sensitive to their benefit needs.

III. PROFESSIONAL EXPENSES

The items in this section are considered professional expenses and are the responsibility of the congregation. They are necessary in assisting the Associates in Ministry and Diaconal Minister in providing ministry and are *not* to be considered compensation. They are part of the overall administration of the congregation. In general, Associates in Ministry and Diaconal Ministers should receive consideration for the same professional expenses that pastors of congregations receive. These include:

A. AUTO EXPENSES

1. The most direct and simplest for the Associate in Ministry and Diaconal Minister is to provide an automobile and all expenses; or
2. Provide a "cents-per-mile" allowance (IRS rate allowable is 55 cents per mile for 2009; this amount may be adjusted throughout the year by the IRS); or
3. Provide a fixed amount annually; paid at least monthly (a reasonable beginning point is \$5,300 per year). It should be noted that new IRS rulings require accountability to the congregation's treasurer for such an allowance.

In any case, the Associate in Ministry and Diaconal Minister is expected to keep a ledger of miles traveled and other auto expenses for IRS purposes. That portion of the auto allowance that exceeds actual ministry usage is considered taxable income.

B. CONTINUING EDUCATION

1. Associates in Ministry and Diaconal Ministers are expected to participate in a specified number of "contact hours" annually in organized continuing education. The ELCA statement defining this expectation follows:

Continuing Education in the Evangelical Lutheran Church in America is intended to equip those in leadership roles so that the whole body of Christ may better carry out God's mission. The ELCA expects a minimum of fifty (50) contact hours annually in continuing education.
(1997 Churchwide Assembly)

2. Congregations of the Southeast Michigan Synod are encouraged to make available to Associates in Ministry and Diaconal Ministers at least 2 weeks per year for continuing education. It is vital for their leaders to continue to grow in their ministry skills and to refresh and revitalize their own lives. Such opportunities also help a congregation in its own vitality and ability to minister. Therefore, the time offered for continued education should not be considered as vacation time.

The scheduling of continuing education opportunities should be determined by the Associate in Ministry or Diaconal Minister in consultation with the pastor, supervisor, and/or Congregational Council or Mutual Ministry Committee. The congregation will continue the leader's salary and benefits during this time. The congregation will cover continuing education expenses

(i.e., tuition, books, supplies, travel and living expenses) as negotiated with the Associate in Ministry or Diaconal Minister. We encourage a minimum of \$1,100 for continuing education (\$250 by rostered leader and \$850 by the congregation).

3. Rostered leaders and congregations may wish to consider accumulating continuing education time for the purpose of extended study projects or programs; or an equivalent sabbatical program may be established for this purpose.

4. Should the Associate in Ministry or Diaconal Minister leave the present employment or retire, the accrued continuing education time is forfeited. Also, any accrued time is not transferable to an Associate in Ministry who replaces the one who has just left.

C. OTHER PROFESSIONAL EXPENSES include books, subscriptions to magazines and journals, media resources, Assembly expenses, and other resources helpful to the ministry of the leader. Such expenses may be handled by establishing a set amount in the budget and pay the expenses as they occur.

IV. OTHER CONSIDERATIONS

A. POSITION DESCRIPTION The employing congregation, agency or institution shall prepare a "Position Description" for the Associate in Ministry or Diaconal Minister detailing the expectations of the call. It is to be renewed on an annual basis for the purpose of reviewing the ministry of the Associate in Ministry (see item "I. ANNUAL REVIEW" below) and updating responsibilities as the needs for ministry are adjusted and fulfilled.

B. VACATION Four weeks of vacation with full pay and benefits are recommended. For non-certified staff, recommendations are 2 weeks for those with 0-2 years of experience; 3 weeks for those with 3 or more years of experience. Additional vacation time may be offered as the Associate in Ministry or Diaconal Minister continues to share in an effective and faithful ministry in the congregation over a number of years. Also, when the leader's responsibilities include Sundays, an equal number of Sundays should be included for vacation (e.g., 4 weeks vacation includes 4 Sundays).

C. FICA (Social Security). This is required by law for all employees of congregations, including Associates in Ministry and Diaconal Ministers. Payments are withheld from regular pay, as with any other church employee.

D. SICK LEAVE Sick leave should be provided for up to eight weeks per year (non-cumulative) with full salary, housing, and benefits. A provision for partial disability might be agreed upon beyond that time in coordination with ELCA Board of Pensions guidelines. For more information contact the ELCA Board of Pensions at www.elcabop.org.

E. MATERNITY LEAVE At least up to six weeks maternity leave should be allotted with full salary and benefits. Because of special concerns or needs, additional time may be negotiated between the leader and the pastor, supervisor, and/or Congregation Council.

F. **PATERNITY LEAVE** It is recommended that congregations grant paternity leave time to "new fathers" with full salary and benefits for a period negotiated ahead of time. At least two consecutive weeks is a reasonable amount of time. Because of special concerns or needs, additional time may be negotiated between the leader and the pastor, supervisor and/or Congregation Council.

G. **ADOPTIVE PARENTAL LEAVE** Leave-time should be provided to "new parents" of adopted children, immediately following the adoption. At least two weeks, taken consecutively, are appropriate with full salary and benefits. Because of special concerns or needs, additional time may be negotiated between the leader and the pastor, supervisor, and/or Congregation Council.

H. **WORK WEEK** Because of the nature of ministry, it is recognized that Associates in Ministry and Diaconal Ministers are expected to fulfill many evening and weekend responsibilities, more than Sunday morning worship. Therefore, adequate time off (two days per week) should be granted that would be free from ministry-related responsibilities.

I. **ANNUAL REVIEW** The ministry and compensation package of the Associate in Ministry or Diaconal Minister should be reviewed on an annual basis. The review should be based on the Position Description, performance, and professional growth factors, discussed by the Mutual Ministry Committee and/or the pastor/supervisor/Congregation Council. The "Statement of Specific Duties, Compensation, Benefits, Expenses, and Conditions" (part of the "Letter of Call") should be used as a resource in this evaluative process.

J. **CHURCH-WIDE COMMITMENT** There may be times when the Associate in Ministry or Diaconal Minister will wish to participate in a ministry that may be outside the congregation. Examples may include church-related activities such as serving as a Bible study leader or chaplain at a church camp, service on a synodical or ELCA committee or task force, or even in secular areas such as National Guard/Reserve duty, jury duty, or short term teaching at a college or seminary. In any case, this "extended ministry" should be carefully negotiated through the congregation's Mutual Ministry Committee, pastor, and/or Congregation Council. This time should be regarded as an extension of the congregation's ministry and should not be considered as vacation time.

K. **WORKERS' COMPENSATION** Associates in Ministry and Diaconal Ministers are covered by workers' compensation. Workers' compensation can provide a satisfactory means of handling occupational disabilities. Workers' compensation provides sure, prompt, and reasonable income and medical benefits to work-accident victims, or income benefits to their dependents. Contact your insurance provider to make sure that your workers' compensation coverage is current and adequate.

**ASSOCIATE IN MINISTRY AND DIACONAL MINISTER
COMPENSATION WORKSHEET FOR 2010**

This worksheet is based on the guidelines for salary and benefits established by the ELCA and the Southeast Michigan Synod. More complete descriptive definitions of each line item are given in the proceeding portion of this document.

I. SALARY

2009 BASE SALARY \$ _____

- Standard of living Adjustment (example) 1.0%
- Years of service in this congregation ____ x 0.1 – 0.2% ____%
- Other merit raise ____%

Total increase: \$ _____

2010 BASE SALARY \$ _____

I. PENSION and OTHER BENEFITS

1. ELCA pension at _____% of base salary
(See page 4) \$ _____
2. ELCA medical and dental insurance at
_____ % of base salary (see page 4) \$ _____
3. Disability, survivor, and administration
at _____% of base salary (see page 4) \$ _____

TOTAL PENSION AND BENEFITS \$ _____

III. PROFESSIONAL EXPENSES

- A. Auto Allowance (per mile rate: _____) \$ _____
- B. Continuing Education Allowance \$ _____
- C. Other Professional Expenses Allowance \$ _____

TOTAL PROFESSIONAL EXPENSES \$ _____